



Vacancy #21-06

United States Bankruptcy Court Northern District of Georgia

VACANCY ANNOUNCEMENT

Position:	Space & Facilities Specialist
Location:	Atlanta, GA
Opening Date:	March 26, 2021
Closing Date:	extended to May 17, 2021 or until filled
Salary:	CL 26 - 28 based upon qualifications (\$49,592 - \$106,134)

Overview: The United States Bankruptcy Court for the Northern District of Georgia (GANB) covers 46 counties and maintains offices in Atlanta, Newnan, Gainesville, and Rome. With nine judges and a total staff of 100, the court is the third largest Bankruptcy Court in the United States. The Space & Facilities Specialist is the primary point of contact for all space and facilities matters throughout GANB. Reporting to the Financial and Budget Officer, the incumbent will work closely with the Procurement Specialist and may also handle significant duties related to the procurement of goods and supplies.

Description of Duties

Space & Facilities

- Serve as the point of contact for court space and facilities projects and as liaison for the Clerk's Office with other court offices, the General Services Administration (GSA), and consulting architects, engineers, and contractors.
- Inspect the Atlanta space weekly – 90,000 square feet spread over three floors – to schedule needed repairs and/or maintenance
- Travel to other divisional offices as needed, collaborating with deputies-in-charge and resident building managers, to ensure all maintenance and/or repair issues are addressed
- Coordinate security system installations with the U.S. Marshals Service, the GSA, or others, as applicable
- Maintain database of all cyclical maintenance and records of all safety inspections and tests
- Facilitate planning for special projects related to remodeling or updating of facilities, complying with the design guides of the United States Courts
- Coordinate construction schedules, verify all security clearances are complete, and resolve all issues from preliminary design to completion
- Develop furniture layouts, assisting in selection and procurement of furniture and furnishings
- Facilitate the planning, scheduling and execution of employee moves of all sizes
- Maintain all files related to facilities management and space planning
- Maintain the Court's Occupant Emergency Plan (OEP), providing training to all staff on a regular basis
- Actively participate in planning and preparation for potential disaster scenarios
- Act as the disposal officer for furniture and certain equipment
- Other duties as assigned

Procurement

- Assess needs for goods and services, ensuring requests are allowable under all applicable guidelines
- Obtain and review competitive bids, quotes, and proposals from vendors and contractors
- Procure supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts
- Review and process invoices and prepare payment requests
- Evaluate and monitor contract performance to ensure compliance with contracted obligations
- Maintain Contracting Officer certification by completing biennial continuing education requirements as certified by the Procurement Liaison Officer
- Adhere to the *Guide to Judiciary Policy and Procedures* and *Judiciary Procurement Program Procedures* on procurement practices.
- Other duties as assigned

Occasional travel may be required. The incumbent must have the ability to perform occasional physical work such as lifting and moving materials (50 pounds).

Mandatory Qualifications:

- Ability to work in an environment where applying a body of rules, regulations, directives, or laws is a core task and critical thinking is essential
- Significant experience in the review and analysis of construction documents and cost estimates
- Advanced use of and experience with Microsoft Office applications and standard project management applications
- Exceptional organizational and time management skills
- Ability to maintain a professional demeanor, exercise mature judgment, and to be a dependable and flexible team participant

Court Preferred Skills/Qualifications:

- Bachelor's degree in Construction Management, Project Management, Business, or related field
- At least three years of progressively responsible experience related to project management and design
- Experience working in a legal and/or court environment

How to Apply: To apply for this position, qualified applicants should submit: 1) a résumé; 2) a cover letter addressing qualifications and relevant experience; and 3) a Form AO 78, Application for Judicial Branch Federal Employment, available on the Court's website at:

http://www.ganb.uscourts.gov/sites/default/files/emp_applic.pdf

Completed application packages should be submitted electronically to Roosevelt_Childs@ganb.uscourts.gov

Preference will be given to those applications received on or before the closing date of April 26, 2021.

Various skills assessment tests will be administered.

Salary considerations: The starting salary will be fixed commensurate with the experience and qualifications of the applicant.

Notice to Applicants: Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check, including fingerprinting,

as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees must adhere to a Code of Conduct, copies of

which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

Employment Benefits: Employees of the United States Bankruptcy Court are eligible for, but not limited to, these employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit)
- Optional group life insurance
- Public Transportation Subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employee’s contribution)

The United States Bankruptcy Court is an **Equal Opportunity Employer**.